



CITY OF CLEVELAND
Mayor Frank G. Jackson

**Mayor's Office of Capital Projects
Division of Engineering and Construction**

Request for Proposal (RFP)

For

Madison Avenue Rehabilitation

March 2, 2016

LOCATION

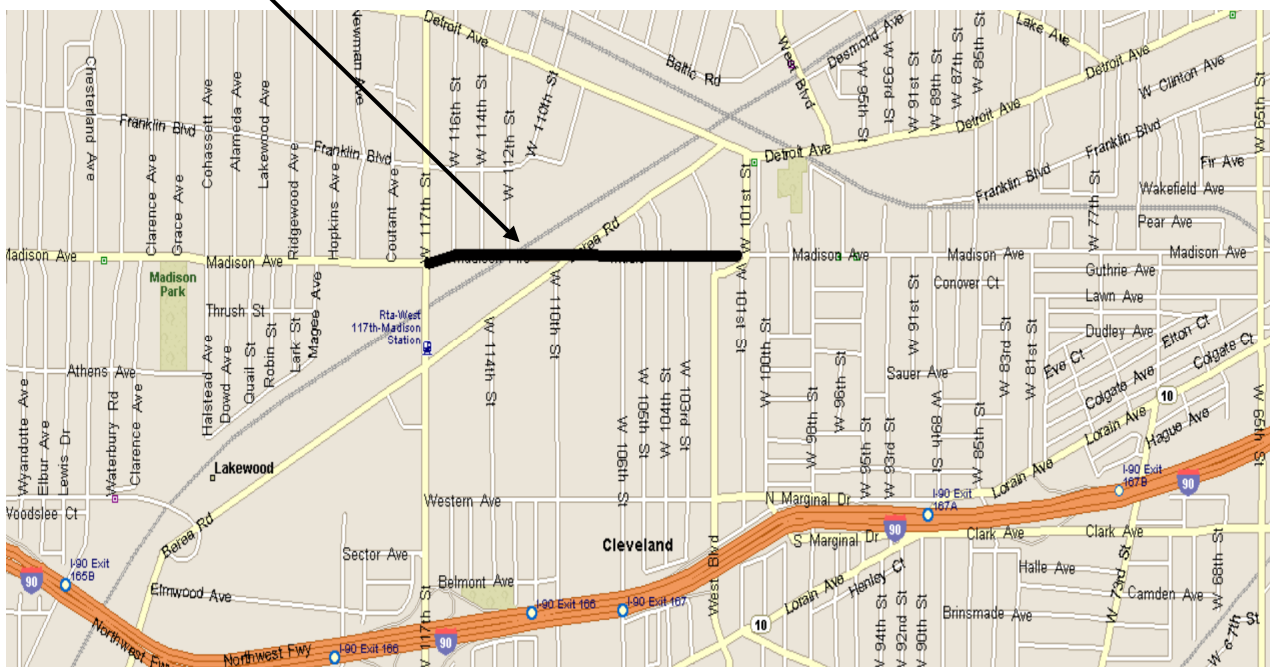


Table of Contents

Introduction and Background	1
Scope of Services	1
General Requirements	8
Project Schedule and Deliverables	11
Proposal Requirements	13
Proposal Evaluation; Selection Criteria	24
Appendix A: Traffic Supplemental Scope	27
Appendix B: Pipe Cleaning and CCTV Inspection	30
Appendix C: Fee Summary Sheet	31

**CITY OF CLEVELAND
MAYOR'S OFFICE OF CAPITAL PROJECTS
REQUEST FOR PROPOSAL**

MADISON AVENUE REHABILITATION

INTRODUCTION AND BACKGROUND

The services required under this Request for Proposal (RFP) are those services which are needed to prepare construction contract plans and specifications for the Division of Engineering and Construction, Mayor's Office of Capital Projects, for the Madison Avenue Rehabilitation from West 117th Street to West Boulevard. The basic work will consist of pavement rehabilitation, new sidewalks, curbs, ADA compliant curb ramps and landings, and new driveway aprons, roadway drainage, water work, and traffic signals. This is a locally administered project.

A proposal meeting will not be held. Written questions will be received until March 22nd at noon and an addendum with all questions and answers will be posted by close of business on March 23rd. The proposal will be due by 4:30pm on April 1, 2015. The questions shall be directed to Mr. Thomas P. Boyer, P.E., Design Section Chief at tboyer@city.cleveland.oh.us.

Where the following terms such as "Consultant to determine", "Yes", "x", "By Consultant" and similar notations are used in this RFP, the Consultant shall design and prepare the necessary drawings and details for that item of work. Work may not be passed on via plan note to the construction contractor. In addition, where there are subjects which require action of work (by whom it may not be clear), the Consultant is the party which shall accomplish it.

The City reserves the right to reject any or all proposals or portions of them, to waive irregularities, informalities, and technicalities, to re-issue or to proceed to obtain the service(s) desired otherwise, at any time or in any manner considered in the City's best interests. The Director may, at his/her sole discretion, modify or amend any provision of this notice or the RFP.

SCOPE OF SERVICES

1. Briefing:

Madison will be rehabilitated from West 117th Street to West Boulevard, for an approximate length of 4,000 feet. The improvements will include the repair and /or rehabilitation of existing roadway pavement, curb, sidewalks, curb ramps, and new drainage structures. New signing and pavement markings will be provided, and traffic signalization will be upgraded.

The existing asphalt pavement surface will be planed from curb to curb. Pavement base will be repaired or replaced as necessary, and new high-grade asphalt intermediate and surface courses will be installed to prevent future pavement rutting. The existing alignment and profile will be maintained. From West 117th approximately 200-feet west, concrete slabs will be removed and replaced if necessary.

The existing curb will be repaired or replaced as needed, to provide a minimum desirable 4"-6" curb reveal. Existing sidewalks and curb ramps will be evaluated for compliance with ADA minimum standards, and all deficiencies in design and condition will be corrected.

The roadway drainage capacity and efficiency will be improved, and excess ponding will be eliminated, by replacing the deficient curb as well as by correcting pavement cross slopes and longitudinal gutter grades that are currently deformed by the pavement damage. Existing catch basins will be replaced with new, more efficient structures, and additional new basins will be added to the system as needed to control spread.

The existing 8" water main between W. 112 and Berea will be removed for a distance of approximately 900 feet. All existing water service connections will be transferred to the existing 16" water main on the south side of the road.

There are four (4) existing signals within the project limits, W. 117, Berea, W. 105 and West Blvd. A new signal is proposed at Berea Road.

2. Available Information:

The following information is available:

Sewer plans, Roadway plans, and Cleveland Water Department Strip Maps can be downloaded at the following link:

<https://www.dropbox.com/sh/cnu5bczffeq8sn5/AACiYfKqbtVusr-KpMKsViva?dl=0>

3. Physical Dimensions

The length of the project is approximately 0.75 miles or 4,000 feet. The width of the right-of-way section is 60 feet within project limits. The pavement width varies 40' to 42', and the sidewalk width varies from 9' to 10'.

The pavement composition of Madison is generally composed of existing 1"-5" asphalt wearing course over 5" brick and 6" concrete base.

The above information is taken from available records. The accuracy of this

information is not guaranteed. The consultant shall review all available records and field data and perform their own field investigations to familiarize themselves with all existing conditions.

4. Fee

The fee quoted for this project shall be divided into three (3) Stages as described below.

Stage I. Preliminary Studies and Estimates of Costs

The Stage 1 fee shall include all work from job start up through the Stage 1 plan approval by the City of Cleveland. Traffic Studies per Appendix A will be included in this portion of the fee. Plan sheets and required items for the Stage 1 submittal are defined in ODOT L&D Volume 3, section 1400. During Stage 1, the project improvements need to be designed to a point that will establish project construction limits and budget. Items include but are not limited to proposed typical sections, roadway plan sheets which show extent of pavement, curb and sidewalk repair, schematic plan, preliminary pavement marking plan and Maintenance of Traffic conceptual layouts.

A preliminary construction budget shall be established with the Stage 1 submittal. Consultant and city project manager shall conduct a field review of existing conditions during Stage 1 plan development.

A formal Stage I plan package with construction cost estimate will be submitted to City of Cleveland E&C. The consultant shall also submit the plans to all public and private utilities located within the project limits. Consultant will determine and/or coordinate all private utility relocation work to be performed. All public utility work (CWD, WPC, CPP) will be included in the plan. All private utility work will be determined and compiled on ODOT Utility Exhibit "B" and 4 "A" forms.

Fee will be Lump Sum.

Stage II. Design, Detailed Plans and Specifications

This stage is from the Stage 1 Plan approval to the filing of final tracings. The design will be based on the approved typical section, profile grade, and design elements from Stage I. A project manual and construction cost estimate with a cost breakdown shall be submitted to the City at the time of the final plan review. All utility relocation plans must be determined and programmed prior to bidding. ODOT Utility Exhibit "B" and 4 "A" forms will be included with the project manual. Fee will be Lump Sum.

Stage III. Construction Services

This stage is the construction phase. It shall include attending meetings, reviewing shop drawings, answering requests for information and producing mylar record

drawings incorporating field changes obtained from the contractor. The actual hourly rates of pay plus overhead, profit and approved expenses shall be used to calculate the payment due for Stage III work.

5. Project Description

Your proposal should be based upon achieving the following results, while staying within the preliminary \$2,500,000 construction budget. Ohio Public Works Commission, Road and Bridge bonds and Public Utilities will finance this improvement. This will be a locally administered project.

- A. Consultant will prepare rehabilitation plans to include wearing course removal, base repair as needed, placement of high-grade asphalt wearing and intermediate courses, concrete bus pads (if necessary), full and partial depth pavement repair, utility adjustments, new curb, underdrain, sidewalk and driveways, ADA compliant ramps and landings at all non-compliant intersections.
- B. The City intends on achieving a 4-inch min. to 6-inch curb reveal.
- C. Intersection curb returns will be investigated for improvement using intersection radius return for design vehicle AASHTO S Bus-40 and AutoTURN software. The findings will be submitted prior to Stage 1 for review.
- D. Consultant will evaluate the entire section of roadway within the project limits for potential profile adjustments to alleviate excess ponding locations. Gutter profile will be adjusted to improve longitudinal grades (0.30% min and 0.40% preferred) between catch basins and high/low points. Pavement cross section will mimic the existing parabolic crown by establishing intermittent linear cross slopes (generally 4 ten foot slope segments). Buried street car track exists within project limits and will remain. Track depth will dictate proposed cross slope. Technical proposal shall discuss approach to achieving the above objectives without performing a full-depth reconstruction of the roadway.
- E. Consultant should consider the number and arrangement of pavement cores and soil investigation needed and include in technical and base fee proposal. Technical proposal should include discussion of the anticipated approach to subsurface investigation, including determination of street car track depth and profile.
- F. An environmental investigation will not be required due to the scope of the project. Environmental contingency quantities will be provided in

the plans to address unforeseen site conditions. The City's general engineering contract will provide technical support to address any environmental concerns.

- G. It is anticipated the intersection approaches will be rehabilitated to at least the curb return limits. The approaches will be designed to match existing elevations.
- H. All intersections and crossings shall have American Disabilities Act compliant handicap ramps. Each location shall show the anticipated City Standard Handicap Ramp Type (i.e. CR 1 – CR 12) and associated curb and sidewalk replacement limits.
- I. A signing and striping plan will be provided for the project. Consultant shall coordinate the proposed striping configuration with the City of Cleveland Division of Traffic Engineering. Bike lanes and shared lanes are anticipated.
- J. City will obtain all work agreements. Right of way acquisition is not anticipated for this project. Right of way acquisition and preparation of easements will be an "if authorized" service on a per parcel basis. If more than one parcel number exists at the same location with the same owner, the City considers this scenario to be one parcel.
- K. Consultant will be responsible for early and often coordination with private and public utility companies.

Utility (power, telephone, cable) and light poles will be relocated prior to construction due to pole consolidation, traffic signals, intersection curb return improvements, and clearance issues. In order to help expedite this effort, the consultant will provide the utility pole owners with a list of any and all poles which are found to have insufficient clearance from the existing curb line (18" minimum between face of curb and face of pole) at the Stage 1 submittal.

Staged review submittals will be sent to all utilities and will include a project schedule with the anticipated construction bid date.

Copies of the Consultant's correspondence and communications with the utility companies will be compiled by the consultant and submitted to the City with each plan review submittal.

Consultant will prepare utility work construction schedules in the form of an ODOT utility exhibit "B", for submittal with the final plans and specifications. The Exhibit "B" will include utility schedules, work order numbers if available, and shall identify specific castings, poles, structures,

etc. within the project limits for any given utility company's proposed work.

- L. Consultant will identify owner and number of castings to be adjusted or reconstructed to grade and label on the plan sheets. If the existing cover is extremely worn, the Consultant should assume the frame will also be replaced.
- M. Drainage improvements will include the removal of existing catch basins and replacement with City standard CB-1. There are approximately 38 existing catch basins. Catch basins will be discharged to the existing sewer via 4-ft to 6-ft lateral connections. Consultant will not design the replacement of existing connections to the main. Consultant will produce drainage calculations and determine placement of additional new catch basins as needed to manage the anticipated pavement spread. Catch basins at side roads within the work limits will also be replaced. Plans will include drainage details for the new connections.
- N. Record plans indicate that there are buried steel rail tracks under the pavement within the project limits. Existing tracks will remain in place to the extent feasible, and the typical section will be designed accordingly. If tracks must be disturbed in the course of repairing pavement base, then the Consultant will detail the track removal limits, and will include details for the restoration of the disturbed sub-base in the plans.

O. Division of Water

From W. 112 to Berea, for a length of approx. 900 feet, the existing 8" water main will be abandoned and removed. Existing service connections will be transferred to the existing 16" water main on the south side of the road. One (1) existing fire hydrant will be transferred from the existing 8" main to the existing 16" main.

The existing 16" water line will be evaluated for the presence of lead service connections. All existing lead services will be replaced with new copper connections.

The water work scope also includes adjustments to appurtenances such as castings and valves, reconstruction of water meter manholes, plugging abandoned service connections, extending and adjusting service connections, and extending and adjusting hydrants and water meters, where necessary.

P. Division of Traffic Engineering – Traffic control includes but is not

limited to maintenance of traffic, signing and pavement markings, installation of new signal at Berea with mast arms and controllers, and removal of traffic signal at W. 105 if unwarranted. A traffic signal removal analysis at W. 105 will be prepared as part of the Traffic Study described in Appendix A.

See the Traffic Supplemental Scope of Services, Appendix A for additional information.

- Q. Cleveland Public Power – Pole consolidation, pole relocation, lighting pole replacement and vault casting adjustments will be coordinated with CPP. Grade adjustments or reconstructions of manholes and vaults will be in the project plans.
- R. Division of Water Pollution Control
Consultant will prepare plans to remove and replace existing catch basins. A connection pipe, 4-ft to 6-ft will be the base design at each existing basin location. The lateral will be televised by the contractor prior to connecting the stub. If the lateral has reached its design life, the lateral shall be replaced to the main. Contingency quantities will be established for the entire lateral. Water pollution control will clean existing basins in order for the Consultant to verify depths. Plans will include replacing and/or adjusting manhole frame and covers and spotting new catch basins at low points and at intermediate points between existing basins with excessive spacing on flat longitudinal grades. All new catch basins shall be discharged to the nearest existing manhole. If no manhole is located close to the catch basin, the new catch basin location should be adjusted to utilize existing tee-connections at the main. A new manhole for lateral connections is acceptable if the above can not be accomplished. At the side street curb return, the basins at the PC and PT can be connected in series with one discharge. All pipes 18" and smaller should be VCP, C-700 extra strength with premium joints as per ODOT 706.08 and 21" and larger should be RCP with premium joints as per ODOT 706.02. All work should be according to the standards of either the Division of Water Pollution Control or NEORSD, depending on who owns that section of the sewer. Combination Sewer Cleaning and Closed Circuit TV (CCTV) Inspection services are requested as an if authorized service, complete in place. Please review Appendix B for additional information.
- S. All preliminary and final plans are to be reviewed and approved by the City Divisions listed above. All modifications, meetings, and/or coordination necessary to obtain City Division approval prior to advertisement shall be included with your base fee.

- T. Public Input: The Engineer will attend a minimum of two (2) meetings. One meeting will be held after Stage I submittal and one after project has been awarded. The Stakeholders comments from the Stage I meetings will be incorporated in the plans as directed and approved by the Administration Bureau Manager, Division of Engineering and Construction. Consultant will supply single board graphics of the improvements for the meetings (e.g. typical pavement section, maintenance of traffic plan, signal location schematic, preliminary pavement striping plan).

GENERAL REQUIREMENTS:

A. Rehabilitation

Rehabilitation is defined as pavement widening where appropriate; complete removal and replacement when needed; base replacement where necessary; removal of brick or block course and replacement; removal of existing asphalt overlays and replacement; adding an asphalt overlay; resetting or replacing curb; replacing underdrains; adjusting castings of various publicly owned utilities of various denominations to grade; rebuilding catch basins, manholes and vaults (any structure owned by a public utility); adding and replacing catch basins; replacing deteriorated and nonconforming sidewalks; repair of drive aprons disturbed by construction and replacing drive aprons; adding ADA compliant curb ramps and landings; removing dirt buildup in the tree lawn area; seeding, sodding or paving tree lawns; maintenance of traffic in the work area; signing, temporary pavement markings, details and procedures; signing detour routes, pavement markings details and procedures; permanent pavement markings and signing; curb returns (improving intersection turnouts); removing transit rails and ties; and other miscellaneous items within the proposed right of way which require work due to safety, aesthetics, conflicts or as requested by the City.

B. Extent of Field Surveys:

The Consultant will establish the centerline of the right-of-way and reference the angle points, existing monuments and the centerline of all intersecting right-of-ways. Existing monuments 3-point references shall be outside the proposed work limits. All surveying items shall be the responsibility of the consultant.

At a minimum this survey shall also include within the project limits:

- Aerial Mapping (Optional)
- Mainline Alignment
- Main Line Cross sections to right of way
- Bench Marks (Do not use utility facilities)
- Side Road Profiles
- Alignment and Profiles of Drives
- Elevations of building entrances at right of way line
- Drainage Survey
- Topo Identification
- Intersection Elevations
- Utilities (including pole ownership, pole number and distance from the curb.
- Sign inventory

The survey shall extend far enough along each side of the road to determine the area draining to this street and the need for any intersection or drainage improvement.

All building access points and elevations shall be obtained adjacent to the right of way.

The above shall be used as a guide for the consultant to determine the survey scope. Consultant will be responsible to determine the needed detailed scope to complete the improvement.

C. Right-of-Way Plan

No right of way is anticipated for this project.

D. Signalization

Work shall be as specified under the Traffic Scope of Services Appendix A.

E. Intersections: See Traffic Scope of Services, Appendix A

F. Geotechnical: See project description.

G. Design Criteria and Standards

This work will be performed in accordance with the Ohio Department of Transportation's LPA Local-Let Policy and Procedures Manual, Location and Design Manual, Volume I and II, other ODOT applicable design manuals listed in Design Resource Center, Cleveland and

ODOT standard drawings, City of Cleveland Specifications supplemented with ODOT latest Construction and Material specifications.

H. Plan Format

Plan format will follow Location and Design Volume 3 guidelines and supplemented by the following:

Plan and profile views or plan/plan will be used at scale of 1"=20' with cross references to supplemental sheets detailing the making of the public improvement.

An elevation table showing centerline, lane line, gutter, curb, sidewalk and building access elevations along the project can be included in the plans to include proposed pavement or curb elevation adjustments needed to meet curb reveal and longitudinal profile design criteria.

The work, type and location, including pavement, sidewalk, curb and drive apron replacement limits, may be shown by cross hatching, symbols, line variations and/or reference balloons. Work limits will be shown on the plans. Anticipated Begin and End Stations and labels will be shown on plan sheets for curb, sidewalk and driveway removals and replacement.

Castings that are to be adjusted to grade, manholes and vaults that are to be rebuilt, public and private utilities shall be shown on the plan and identified by their types. During the field survey, record the number of broken or worn castings and their locations and types.

Survey monuments. The City will furnish the consultant with a list of all existing monument locations to have their monument boxes adjusted to grade or to receive new monument boxes. The consultant shall incorporate this information in the plans.

All underground utilities within excavation areas for conduit runs need to be shown in plan sheets. Utility information is not required to be shown were catch basins are removed and replaced with 4 to 6 foot connection. Drainage details for new basins with lateral to sewer and traffic signal plans will require underground utility information.

All overhead utility poles within existing right of way and work area shall be shown on plans with the Pole number and/or ownership.

The drainage work shall include:

New catch basins, as per City standard drawing CB-1, as outlined in previous sections. Utility information, sewer profile and elevations are required for area of lateral replacement.

Catch basin spacing shall not exceed 300 feet.

Underdrains are to be placed in any location where curb is to be replaced only if an outlet is available.

Sub-summary tables with quantity splits for funding sources should be on drawings, in the construction set. The Schedule of items will be in the project manual. Cost estimate to reflect contribution of each funding source. General Summary plan sheet shall be provided.

The location of vehicle loop detectors shall be shown on the plan. The majority of existing signalized intersections have loops. The work shall include the replacement of same at the existing or a new location approved by the City.

Intersection details for curb return improvement locations shall be provided.

During construction, the contractor will be required to complete the project in phases (longitudinal divisions). This will be accomplished via general notes and typical sections.

J. Traffic Data– Available from NOACA

The City reserves the right to modify the scope of services at any time before execution of a contract to add, delete, or otherwise amend any item(s), as it deems necessary, in its sole judgment, and in the best interest of the City.

PROJECT SCHEDULES AND DELIVERABLES

Project Schedule:

The City will require the successful design consultant to complete this roadway design project in a maximum of 12 months. This time period will begin the day the Administration Bureau Manager, Division of Engineering and Construction issues the notice to proceed. The following timeline is submitted for your information:

City of Cleveland

Notice to Proceed:

August 2016

Contract:

September 2016

Submit plans, specs, and estimate

August 2017

Advertise:

September 2017

This is a local let project funded through Ohio Public Works Commission Issue I Grant, Public Utilities and City Road and Bridge bonds. The consultant is reminded that the twelve (12) month time period includes the review time by the various stakeholders.

Deliverables:

The Consultant shall furnish "Schedule of Items" on 8 1/2" x 11" sheets. A copy of the "Schedule of Items" shall be made available on a CD in a Microsoft Excel compatible spread sheet for bid tabulations.

The latest City standard specifications (D-specs) and ODOT construction and material specifications dated January 1, 2013 shall govern this project. All D-spec additions or modifications shall be supplied as a supplemental specification (DS-xx) by the Consultant. ODOT supplemental specifications shall be included as part of the DS specification in the project manual.

In addition to the number of drawings called for elsewhere in the Scope of Services furnish the following number of sets for the use of the City in bidding this project:

Full size (22" x 34") w/half size details.....	2 Sets
Bid Documents and drawings (11" x 17").....	20 Sets

All as-built drawings, including standard drawings, should be submitted on a CD in AutoCAD format, TIFF format, and PDF format for City records. One full size set of as-built mylars to Division of Engineering and Construction shall be included in the lump sum fee. Labor to produce the as-built drawings will be part of the Stage III services.

Boiler plate items [Part A, Part B, Part C, Prevailing Wage Rates, Office of Equal Opportunity (OEO) Forms, etc.] will be furnished by the City. Supplemental Detailed Specifications (Part DS), ODOT Supplemental Specifications, editing of notice to bidders and instruction to bidders and "Schedule of Items" will be prepared by the Consultants. The Consultant shall assemble the project manual and provide the necessary documents to the Division of Purchasing and Supplies for bidding. Project manual sections are color coded. Specifications should be submitted on a CD in a Microsoft Word format.

The cost of printing all drawings and contract documents shall be included in the

Stage II services as a lump sum fee. All private and public agencies will require Stage I and Stage II, and Final plans: Division of Engineering and Construction, Design Section, Survey Section and Construction Section, Traffic Department, Division of Water Pollution Control, Water Department, Cleveland Public Power, NEORS, Dominion East Ohio, CEI/First Energy, AT & T, Level 3 Communication and Time Warner.

PROPOSAL REQUIREMENTS

1. Management

Your proposal should include GSA Standard Form 330 – Part II and Standard Form 330 – Part I. Resumes of personnel performing key work tasks shall be submitted within SF 330 – Part I. For those firms with more than one office, include the office location (City) to which the team member is assigned.

It is necessary to provide a GSA Standard Form 330 – Part II and Standard Form 330 – Part I for any firm that will be providing approximately thirty percent (30%) or more of the proposed work.

The meaningful involvement of firms should be discussed, how you intend to manage the project and who will have overall responsibility. Prime and Sub-consultant work history should be discussed. Include the Engineers who will actually be performing the major tasks of this project. A detailed project organization chart is required. The length of time and number of projects the prime has worked with various team members. The quality control and assurance program should be discussed. Provide a realistic Project Schedule, showing the necessary work items, agency reviews, and total completion time. Project schedules are to be submitted utilizing “Microsoft Project”. The City requires 30 consecutive days to review each plan Stage.

2. Technical

Provide a technical approach in sufficient detail such that it may be determined that the proposer has an understanding of the type of work involved and disciplines necessary to accomplish the project. Describe how the project is envisioned, or in other words, what is being furnished for the dollars quoted. Any exceptions or amplifications of the scope of work shall be presented under this section. Present solutions that can improve the roadway design. Describe any potential problems.

Provide a detailed list and number of drawings and man-hours

including sub-consultants to develop contract construction plan set.

Provide a list of subconsultants, their work assignments and the percent of the work and percent of CSB work and assignments that the entire team will be performing. These lists are to be submitted in the Part "A" envelope with the technical proposal.

3. Experience

Consultant and or team members shall be ODOT prequalified in Non-Complex Roadway Design and Basic Traffic Signal Design. It is advisable to include in the proposal your qualifications and experience or other information which may show your firm is uniquely qualified for this project. Resumes of key personnel to be assigned to this project may be included.

4. Federal Identification Number

The following information should be included in your proposal:

- Your mailing address.
- Your telephone and fax numbers
- Your form of business entity (corporation, partnership, limited partnership, joint venture, sole proprietorship, an individual, etc.)
- Either your Taxpayer Identification Number or, if appropriate, your Social Security Number. If submitted as a joint venture, a separate number for each member of the venture is required unless one number has been obtained for the venture. A Taxpayer Identification Number is required for entities other than a sole proprietorship or an individual, for which a Social Security Number is appropriate.

5. Noncompetitive Bid Contract Statement

The form titled: "Noncompetitive Bid Contract Statement For Calendar Year 2016" shall be filled out and submitted with Part "A" of the proposal for the prime consultant only.

6. Subconsultant Information

The following information is required for each sub consultant you intend to use:

- Subconsultant's name and mailing address
- Subconsultant's telephone and fax numbers
- A description of the work and the percentage that is anticipated the subconsultant will perform
- A list of projects, if any, on which your firm and the subconsultant have both worked on
- A list of City of Cleveland projects, if any, the firm has worked on

7. Cleveland Area Business

The Cleveland Area Business Code contained in Chapter 187 of the Codified Ordinances, of Cleveland Ohio 1976 was enacted in an effort to increase the participation of local small business enterprises in City of Cleveland Contracts. The City has, therefore, established as one of its objectives, the meaningful involvement of Cleveland Small Businesses (CSB). Mayor's Office of Capital Projects has a participation goal of thirty (30) percent for Cleveland Small Businesses (CSB) on this project.

Each Consultant representing itself as a Cleveland Area Small Business (CSB) within the OEO schedules must be certified with the Office of Equal Opportunity as a CSB, CSB/MBE or CSB/FBE.

Certified CSB firms, to date can be found at:

<https://cleveland.diversitycompliance.com>.

(Toggle on "Search the /MBS/FBE & Section 3 Registry" and enter a business description (e.g. engineering, architectural services, environmental))

The proposal shall state the percentage of dollar participation of each consultant proposing services.

8. Office of Equal Opportunity (OEO) Reports

Attached to this proposal are four (4) documents identified as "Contract Employment Report", Schedule 1 through 4, from the O.E.O. office. Although some terms, wording, descriptions, etc. in these documents do not necessarily apply to a professional services contract, the applicable forms must be completed and returned with your proposal. Note all subcontractors need to be listed on Schedule 2 and all subconsultants must execute Schedule 3. Please furnish two (2) unbound copies of Schedules 1 through 4, signed and notarized, in the Part "B" envelope of your proposal. Please place a tab in Part A and

certify that schedules are included in Part "B" envelope as described herein. Return all schedules whether or not they apply to the project. The object of these forms is to facilitate OEO approvals. OEO will not evaluate MBE and FBE participation for professional service contracts.

9. Procedures and Reports

The City of Cleveland will make available to the Design Consultant awarded the contract any existing information it may have on hand. One print of requested data will be furnished by the City at no cost to the Consultant. The cost of additional information required will be borne by the Consultant.

Construction will be administered by the City of Cleveland. Therefore, drawings are to be prepared in a format acceptable to the City.

Drawings, submissions, reviews, and review meetings will follow the City's normal operating procedures. The City will require a preliminary and final plan submittal and review meeting, as well concurrent review submittals with public and private utilities and Traffic Engineering. The Consultant will arrange meetings with these various entities to meet or exceed the project timeline.

A preliminary and final submittal shall be accompanied by a cost estimate with splits per funding source.

Private utility companies are to be contacted. Coordination, review and plan details necessary for the utility company to accomplish their work shall be included in the services furnished by the consultant. ODOT Utility Exhibit "B" shall be submitted to the Division of Engineering and Construction. Utility relocation plans and schedules shall meet the construction schedule. Early pole relocation and gas main replacement coordination with the utility provider is a necessity.

During periods when the work is actually being accomplished, a monthly progress report and progress schedule will be required with invoice. Shortly after the notice to proceed has been received, the successful proposer shall submit a realistic schedule for approval. Once approved, this schedule shall become a part of the contract. Payments will be based upon the accepted "percentage complete" as shown on the progress schedule. Payment invoices shall be submitted in a format acceptable to the City.

10. Tracing Submittal

After bid and award, Consultant shall submit prints for each public

and private utility listed as having facilities within the work limits, one set for each City division having work or jurisdiction over work in the project area, five (5) additional sets to Engineering and Construction and 10 full size sets to Cleveland Water Department. Addendum plan sheets shall be incorporated into the plans. A "CD" with drawing files in AutoCad format with sheet index list to drawing file name list shall be submitted with these tracings (Final plans). Final Mylar As-Built tracings shall be submitted as part of project close-out (Stage III service).

11. Compensation

See "Proposal Fee Sheet" for the format desired.

A. Fee Definitions

Actual Cost Plus Net Fee with an upset maximum.
The City will pay actual salary, overhead and expenses up to the upset maximum, and the consultant is expected to complete the work as scoped within the fee stated. The Net Fee will be paid whether or not the upset maximum is achieved. The only method of revising the upset maximum is through a change in the scope of work. If a change of complexity is claimed and granted, the modification will contain a Net Fee of zero dollars.

Lump Sum Fee.

This is a bottom line figure and includes salary, overhead and expenses. As with the Cost Plus Net Fee, the consultant is expected to complete the work as scoped at the fee stated, and the only method of revising the Lump Sum Fee is through a change in the Scope of Work. If a change in complexity is claimed and granted, the modification will contain a net fee of zero dollars.

The consultant shall submit the proposed number of man-hours for prime consultant and all subconsultants.

B. Fee Information Required

If a fee based on Actual Cost Plus Net Fee with an upset maximum is offered, the proposal shall indicate the make-up of the fee hours, hourly rates, overhead, direct costs, and profit. Overhead percentage quoted shall remain in effect throughout the life of the basic contract.

The source of the overhead rate quoted shall be identified; i.e., estimated, from an audit, etc. The hours quoted shall relate to a facet of the work involved. Work sheets (typed sheets not necessary) should be furnished for obtaining hours quoted. The weighted average rate per hour will be monitored on invoices and shall not exceed the rate from the proposal without justification. If a fee based on Lump Sum is offered, the proposal shall indicate the make-up of the fee hours and direct costs. The hours quoted shall relate to a facet of the work involved.

Work sheets (typed sheets not necessary) should be furnished for obtaining hours quoted. The intent is to show that the project has received a reasonable degree of estimation.

The consultant shall indicate the method that will be used to determine the fee should a contract modification become necessary. For example: hourly rate x multiplier + profit + expenses.

In estimating the fee, include any wage changes that can be reasonably anticipated over the life of the contract. A fee based on a percentage of the construction cost is not acceptable. A percentage of the fee mark-up on a subcontract will not be permitted.

Although the proposed fee is not the deciding factor in the selection process, it will be evaluated along with the other criteria specified herein.

12. City

The City of Cleveland will make available any existing information it may have in its files.

Overall contract administration, coordination and drawing review will be furnished by the City of Cleveland through:

Richard J. Switalski, P.E.
Administration Bureau Manager
Division of Engineering & Construction
601 Lakeside Avenue, Room 518
Cleveland, OH 44114-1015
Telephone: (216) 664-2381

13. Consultant Eligibility

To be eligible for this award, the proposer shall not have received a contract with the Division of Engineering & Construction in the previous six (6) months.

14. Submittal Procedure

Your proposal shall be submitted in two (2) parts and identified (marked) as follows: Part "A" shall be the response to the qualifications and technical aspects of the RFP. Include the required two (2) additional unbound copies of the "Contract Employment Report" in Part "B" and the "Noncompetitive Bid Contract Statement" in Part "A" envelope. Part "B" shall be in a separate sealed envelope and contain the proposed fee, on company letterhead, and signed with supporting data for the services requested. Interested parties should submit three (3) copies of their proposal no later than the time and date stated on the cover letter to:

Richard J. Switalski, P.E.
Division of Engineering and Construction
601 Lakeside Avenue, Room 518
Cleveland, OH 44114-1015

The additional copies of your proposal will be required for internal processing if your proposal is accepted by the City.

15. Proposal as a Public Records

Under the laws of the State of Ohio, all parts of a proposal, other than trade secret or proprietary information and the fee proposal, may be considered a public record which, if properly requested, the City must make available to the requested for inspection and copying. Therefore, to protect trade secret or proprietary information, the Proposer should clearly mark each page – but only that page – of its proposal that contains that information. The City will notify the proposer if such information in its proposal is requested, but cannot, however, guarantee the confidentiality of any proprietary or otherwise sensitive information in or with the proposal. Blanket marking of the entire proposal as “proprietary” or “trade secret” will not protect an entire proposal and is not acceptable.

16. Cleveland Area Business Code

Requirements During performance of the Agreement, Contractor shall comply with all applicable requirements of the *Cleveland Area Business Code*, Chapter 187 of the Codified Ordinances of Cleveland, Ohio, 1976 (“C.O.”), and any *Regulations* promulgated under the *Code*, which *Code* and *Regulations* are incorporated into and made part of this RFP by this reference as fully as if rewritten in it or attached. Specifically, compliance under any resulting agreement shall include, but not be limited to, the Contractor’s:

- Compliance with its proposal representations regarding CSB, MBE, and/or FBE participation in performance of the Agreement;
- Compliance and cooperation with Project Monitors, whether from the Mayor’s Office of Equal Opportunity (the “OEO”) or the contracting department;
- Accurate, complete, and on-time submission of all reports, forms, and documents including, but not limited to, employment reports, certified payrolls, monitoring forms, and other information the Director of the OEO may require, whether in printed or electronic form, to ascertain and verify Contractor’s compliance; and
- Attendance at and participation in all required project meetings, including OEO compliance meetings, and progress meetings called by the contracting department director(s) at key intervals during performance of the contract services (e.g. 25% completion, 50% completion, 75% completion).

Failure to Comply When determining the contractor’s future eligibility for a City contract, the City shall consider a contractor’s failure to comply with the representations of its proposal and the requirements under the *Code* as a failure to faithfully perform a contract.

- a) Under the *Cleveland Area Business Code*, the City of Cleveland is firmly committed to assisting Minority Business Enterprise (MBEs), Female Business Enterprises (FBEs), and Cleveland – area small businesses (CSBs) by providing and enhancing economic opportunities to participate in City contracts. The successful proposer for a contract will be a firm that shares the commitment. Accordingly, a proposer is strongly encouraged to utilize the services of qualified MBE/FBE/CSB sub-consultants that are certified by the Mayor’s Office of Equal Opportunity (the “OEO”) in its proposal.
- b) The standard subcontracting goal for professional services contracts is 10% Cleveland Area Small Business (“CSB”) subcontractor participation. Please review the attached Office of Equal Opportunity documents to ascertain the goal for the proposed contract. Proposers are required to make a good-faith effort to subcontract portions of the

work to certified Minority Business Enterprise (“MBE”), Female Business Enterprise (“FBE”), and CSB firms, consistent with the subcontracting goal(s) applicable to this RFP.

- c) To document its good-faith effort to utilize certified MBE, FBE and CSB sub-consultants, each proposer must complete Schedules 1 through 4 found in the *Cleveland Area Business Code – Notice to Bidders and Schedules*. These schedules identify the Proposer’s proposed use of MBE, FBE and CSB sub-consultants on the project, which evidences the proposer’s good-faith effort to obtain the participation of certified sub-consultants. The Proposer shall submit the completed forms with its proposal in Part B and they will be forwarded to the City’s Office of Equal Opportunity for evaluation. Failure to submit complete schedules may result in the rejection of a proposal.

Proposers may obtain a listing of firms certified by the OEO as CSBs, MBEs, and FBEs by checking the City’s website at <http://www.city.cleveland.oh.us>. On the home page, select “Office of Equal Opportunity” from the drop-down menu of City departments. On the Office of Equal Opportunity page, you will find a selection in the left-hand column for “CSB/MBE/FBE Registry”.

Proposers are responsible for obtaining the most current list and for contacting potential CSB/MBE/FBE sub consultants. The City assumes no responsibility for matching prime consultants with qualified, certified MBE, FBE, and/or CSB sub-consultants.

The City Office of Equal Opportunity will monitor participation of MBE, FBE and /or CSB sub-consultants throughout the duration of the engagement or project. The successful proposer, as contractor, will be responsible for providing the OEO with all information necessary to facilitate this monitoring.

The *Cleveland Area Business Code*, any *Regulations* promulgated under the *Code*, and the OEO *Notice to Bidders & Schedules* are, by this reference, incorporated in and made part of this solicitation and any resulting contract as fully as if written in it or attached.

- d. The successful proposer, as contractor, will be required to comply with all terms, conditions, and requirements imposed on a “contractor” in the following *Equal Opportunity Clause*, Section 187.22(b) of the Cleveland Codified Ordinances, and shall make the Clause part of every subcontract or agreement entered into for services or goods and binding on all persons and firms with which the proposer may deal, as

follows: No Contractor shall discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, national origin, age, disability, ethnic group or Vietnam-era or disabled veteran status. Contractors shall take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to race, religion, color, sex, sexual orientation, national origin, age, disability, ethnic group or Vietnam-era or disabled veteran status. As used in this chapter, "treated" means and includes without limitation the following: recruited whether by advertising or other means; compensated, whether in the form of rates of pay or other forms of compensation; selected for training, including apprenticeship, promoted, upgraded, demoted, transferred, laid off and terminated. Contractors shall post in conspicuous places available to employees and applicants for employment, notices to be provided by the hiring representative of contractors setting forth the provisions of this nondiscrimination clause.

- e. Within 60 calendar days after entering into a contract, the successful Proposer, as Contractor, shall file a written affirmative action program with the OEO containing standards and procedures and representations assuring that the Contractor affords all qualified employees and applicants for employment equal opportunities in the Contractor's recruitment, selection, and advancement processes.

17. Term of Proposal's Effectiveness

By submission of a proposal, the Proposer agrees that its proposal will remain effective and eligible for acceptance by the City until the earlier of the execution of a final contract or 240 calendar days after the proposal submission deadline (the "Proposal Expiration Date").

18. Execution of a Contract

The Successful Proposer shall, within ten (10) business days after receipt of a contract prepared by the City Director of Law, exclusive of Saturdays, Sundays and holidays, execute and return the contract to the City together with evidence of proper insurance and intent to conform to all requirements of the contract. Attached hereto or which are a part hereof and all applicable federal, state and local laws and ordinances prior to or at the time of execution of the contract.

19. "Short-listing"

The City reserves the right to select a limited number (a "shortlist") of Proposers to make an oral presentation of their qualifications,

proposed services, and capabilities. The City will notify the Proposers selected for oral presentation in writing.

20. Proposer's Familiarity with RFP; Responsibility for Proposal

By submission of a proposal, the Proposer acknowledges that it is aware of and understands all requirements, provisions, and conditions in and of this RFP and that its failure to become familiar with all the requirements, provisions, conditions, and information either in this RFP or disseminated either at a pre-proposal conference or by addendum issued prior to the proposal submission deadline, and all circumstances and conditions affecting performance of the services to be rendered by the successful proposer will not relieve it from responsibility for all parts of its Proposal and, if selected for contract, its complete performance of the contract in compliance with its terms. Proposer acknowledges that the City has no responsibility for any conclusions or interpretations made by Proposer on the basis of information made available by the City. The City does not guarantee the accuracy of any information provided and Proposer expressly waives any right to a claim against the City arising from or based upon any incorrect, inaccurate, or incomplete information or information not otherwise conforming to represented or actual conditions.

21. Interpretation:

The City is not responsible for any explanation, clarification, interpretation, representation or approval made concerning this RFP or a Proposal or given in any manner, except by written addendum. The City will mail, e-mail, or otherwise deliver one copy of each addendum issued, if any, to each individual or firm that requested and received a RFP. Any addendum is a part of and incorporated in this RFP as fully as if originally written herein.

22. Insurance:

The Successful Proposer, at its expense, shall at all times during the term of the contract resulting from this RFP, maintain the following insurance coverage. The insurance company (ies) providing the required insurance shall be authorized by the Ohio Department of Insurance to do business in Ohio and rated "A" or above by A.M. Best Company or equivalent. The Successful Proposer, as contractor, shall provide a copy of the policy or policies and any necessary endorsements, or a substitute for them satisfactory to and approved by the Director of Law, evidencing the required insurances upon execution of the contract.

The consultant shall indemnify and save harmless the City of Cleveland and/or any other City or agency as required from and against all suits or claims that may be based upon any injury to persons or damage to property arising out of any error, omission or negligent act of the consultant or its subcontractor. The consultant shall, at its own expense, defend the City of Cleveland and/or any other City or agency as required in all litigation, pay all attorney's fees, damages, court costs and other expenses arising from such claims in connection therewith.

The City will require the successful proposer to maintain comprehensive general public and professional liability insurance insuring the consultant against the indemnification obligation stated above.

The comprehensive general liability insurance policy only shall name the City as additional insured, shall have limits of not less than \$500,000.00 for injuries, including accidental death, to one person and not less than \$1,000,000.00 on account of one occurrence involving more than one person, and property insurance in an amount of not less than \$200,000.00, and shall be primary with respect to the consultant's general liability, notwithstanding any other insurance covering the City. The professional liability insurance shall have limits of not less than \$100,000.00 for any one incident.

The consultant shall also carry full insurance coverage on drawings, specifications and other valuable information against loss by fire damage, destruction, theft, etc., while said documents are on their premises, of not less than \$10,000.00.

The cost of the insurance coverage shall be included in the base fee.

PROPOSAL EVALUATION; SELECTION CRITERIA

Selection Criteria

- A. The following proposal subjects will be evaluated:
 - 1. Management Approach
 - 2. Technical Approach
 - 3. Experience of Personnel Assigned to the Project
 - 4. Experience of Firm on Similar Type Projects
 - 5. CSB Participation
 - 6. Proposal Responsive to RFP

7. Material in Part "B" Envelope

B. The following procedure will be used in evaluating the proposals:

1. Based on the technical data furnished, the proposals will be ranked in an order of preference.
2. At this point envelope "B" will be opened and its contents included in the evaluation.
3. If the proposed fee of the top ranked firm is not the lowest fee submitted, the City will enter into negotiations with that firm in order to bring the fee more in line with the other proposed fees.
4. Should that endeavor fail, the City would then proceed to the second ranked firm, etc. until the most qualified firm at the best fee has been elected.

During the selection process, one or more proposers may be asked to meet with City personnel to insure that the proposer fully understands the requested work and to clear up any questions the City may have about the proposal.

The City's Rights and Requirements

The Director, at his/her sole discretion, may require any Proposer to augment or supplement its proposal or to meet with the City's designated representatives for interview or presentation to further describe the Proposer's qualifications and capabilities. The requested information, interview, meeting, or presentation shall be submitted or conducted, as appropriate, at a time and place the Director specifies.

Disqualification of a Proposer/Proposal:

The City does not intend by this RFP to prohibit or discourage submission of a proposal that is based upon a Proposer's trade experience in relation to the nature or scope of work, services, or product(s) described in this RFP or to prescribe the manner in which its services are to be performed or rendered.

The City will not be obligated to accept, however, significant deviations from the work or services sought by this RFP, including terms

inconsistent with or substantially varying from the services or the financial and operational requirements of the RFP, as determined solely by the City. The City reserves the right to reject any proposal that does not furnish or is unresponsive to the information required or requested herein. The City reserves the right to reject any proposal or waive or to accept any deviation from this RFP or in any step of the proposal submission or evaluation process so as to approve the award of the contract considered in the City's best interest, as determined in the City's sole discretion.

Although the City prefers that each Proposer submit only one proposal including all alternatives to the proposal that the Proposer desired the City to consider, it will accept proposals from different business entities or combinations having one or more members in interest in common with another Proposer. The City may reject one or more proposals if it has reason to believe that proposers have colluded to conceal the interest of one or more parties in a proposal, and will not consider a future proposal from a participant in the collusion. In addition, the City will not accept a proposal from or approve a contract to any Proposer that is in default as surety or otherwise upon an obligation to the City or has failed to perform faithfully any previous agreement with the City, or is currently in default under any agreement with the City.

The City reserves the right to reject any or all proposals. Failure by a Proposer to respond thoroughly and completely to all information and document requests in this RFP may result in rejection of its proposal. Further, the City reserves the right to independently investigate the financial status, qualifications, experience, and performance history of a Proposer.

The City reserves the right to cancel the approval or authorization of a contract award, with or without cause, at any time before its execution of a contract and to later enter into a contract that varies from the provisions of this RFP, if agreed to by another Proposer.

Appendix A: Traffic Scope of Services
Madison Ave Rehabilitation, (West 117th Street to West Boulevard)

The work will include a collection of data, warrants, removal analysis and a new traffic signal design at the Berea/Madison intersection. Pavement striping and signing along with a detailed maintenance of traffic plan is to be included.

All of these aspects are given here in more detail. These principles shall be applied to all intersections within the limits of the project unless altered by the City of Cleveland Division of Traffic Engineering.

1. Acquisition of all traffic data shall be taken; including existing intersection geometrics, existing utilities, and pole locations.
2. Full 9-Hour turning movement counts shall be performed at all intersections within the design scope on a typical weekday for the hours of 6:30 A.M. to 9:30 A.M., 11:00 A.M. to 1:30 P.M. and 3:00 P.M. to 6:30 P.M. The counts shall be tallied in 15 minute intervals and must be split into two categories: Autos/Light Truck and Medium/Heavy Trucks/Buses. The counts shall be processed to establish the current year average daily traffic (A.D.T.), 20 year A.D.T., design hour volume, directional distribution, percentage of buses and commercial trucks. The procedure shall be as outlined in the Highway Capacity Manual, Special Report 209 dated 1985.
3. The consultant shall submit a written report to the City of Cleveland, Division of Traffic Engineering. The report will show traffic count results, warrant analyses, conclusions, and recommendations for the below mentioned signals. The consultant is to perform a removal analysis at any signal found to be unwarranted. The report will also include an appendix showing data collection and any calculations used to determine recommendations. The consultant shall perform the removal analysis as outlined in the FHWA "User Guide for Removal of Not Needed Signals."
4. Traffic Counts, warrant analysis and removal analysis are required at Madison and W 105th Street. Warrant Analysis is not required at the W. 117th, Berea or West Blvd traffic signals.
5. New traffic signal design is included at the Berea intersection. Traffic Signal designs shall be presented on plan sheets:
 - Traffic Signal Proposed Designs 1" = 20'
 - Wiring Diagram
 - *Phasing Diagram and Timing chart

- *Sequence Chart
- Loop Detector Chart (two loops per lane are to be provided unless otherwise specified by Traffic Engineering)
- Mast Arm Pole Charts
- *Offset and Coordination parameters
- Sign and Pavement Marking Details (Existing and proposed signs are to be shown on the traffic control plan)
- Pedestrian signals and pushbuttons

* The City of Cleveland Division of Traffic Engineering will provide the design data for these categories. The consultant will be required to include the information in the plan sheets.

6. The consultant shall provide pavement marking details and signing details along with appropriate summary charts. All signs within the right of way, including bike traffic control, parking control signs, and informational signs shall be included in the signing work. The Ohio Manual of Uniform Traffic Control Devices and the latest City of Cleveland Division of Traffic Engineering and ODOT Standards shall be utilized. The Specifications will be provided by the City of Cleveland. All striping, i.e., center lines, lane lines, stop bars, crosswalks, channelizing lines, transverse lines, etc. shall be painted using ODOT Epoxy pavement markings on concrete surface and thermoplastic on asphalt wearing surface. Proposed striping plan including bicycle and vehicular lane configurations shall be coordinated with the Division of Traffic Engineering following the Notice to Proceed.

Street name signs will be replaced using the latest City of Cleveland specifications. Street name signs will be mounted on mast arms at all signalized intersections. All signage shall comply with the OMUTCD in regards to design, color, and reflectivity.

7. Detailed maintenance of traffic plans will not be required for the entire corridor. However, the consultant shall provide enough detail so as to convey to the contractor the requested scheme. At a minimum, this shall include: detailed typical sections with lane widths, approach and exit details for each phase, phased construction details for intersections or reconstruction areas, requirements for relocated traffic signals, and construction sequence for completing the entire project. Intersections which will require MOT phasing details are Madison and Berea and Madison and West Boulevard. These details will show the types and locations of all signs being used, temporary pavement markings, lane widths, temporary or relocated signals, process of closing streets and lanes, placement of barrels and barricades, transitions between different construction zones for phased work, etc. Detours will be permitted on this

project. One lane one way eastbound traffic with parking lane will be maintained at all times. Drawings shall be prepared according to the Manual of Uniform Traffic Control Devices. This set will also include a detailed set of notes describing that, which cannot be explained on paper including, but not limited to construction phasing, driveways for businesses, residents and on-street parking. Maintenance of traffic plans will be submitted to Division of Traffic Engineering and Design concurrently for approval. Part width construction is anticipated in one section (West 117th to West Boulevard).

8. Approval of issues as outlined in this scope made by any other Division or Department other than the Department of Public Works, Division of Traffic Engineering will not be considered official approvals. Therefore, all plans and documents related to the above scope will be reviewed directly by the Division of Traffic Engineering.

Appendix B:

Pipe Cleaning and Heavy Pipe Cleaning

The Consultant or Sub-Consultant must have the ability to perform standard sewer cleaning and sewer cleaning in the most difficult conditions. They shall have the equipment and experience that is required to clean sewer lines ranging in size from 12" to 72" in diameter. Brick, concrete, steel, clay and various other types of pipe shall all be cleaned under live flow or whenever possible no flow. The prospective Consultant or Sub-Consultant shall have the technology to remove concrete, asphalt, bricks, manufactured debris and calcium deposits from any sewer.

There are a number of methods that can be employed to clean sewers. Manual cleaning, bucket machine, rodding and sewer jet/vacuum are the most common cleaning methods. In addition to these methods, high-pressure water blasting, sewer kites and sewer moles shall be available and utilized. The machine to be used must be able to clean at a flow that exceeds 180 GPM, and the diameter of the vacuum blower must be at least 12".

This work task will be an if authorized service. Payment is based on unit cost and quantity

Closed Circuit TV (CCTV) Inspection

This item shall include the equipment, camera crew, traffic control (i.e. equipment, officer, etc.) and the production of a report on the condition of the pipe, as well as the location of all laterals. Standard/heavy cleaning and disposal of debris is to be bid as a separate item.

*** Note:** The price for cleaning and for television inspection shall include the cost for mobilization, oversight, clerical support and all incidentals necessary to complete the work. Work may take place at various shifts, at the discretion of consultant or sub-consultant's, at no additional cost to the City.

Inspection shall include CCTV sewer inspection and physical (man entry) inspection depending on size for condition assessment. CCTV sewer inspection and physical inspection (if applicable) for pipe between 12-inches and 72-inches shall be in accordance with the National Association of Sewer Service Companies' (NASSCO) Pipeline Assessment and Certification Program (PACP). The inspection and production of a report (including DVD or flash drive) shall include the sewer size, length and condition of sewers, pipe material(s), and size changes.

This work task will be an if authorized service. Payment is based on unit cost and quantity.

APPENDIX C:

PROPOSAL FEE SUMMARY SHEET

PROJECT: Madison Avenue Rehabilitation

DATE: _____

CONSULTANT/CONTACT: _____

	<u>Man- hours Prime & Subs</u>	<u>Average Rate</u>	<u>Cost</u>
A. Base Contract			
Stage I - Preliminary Engineering		\$	\$
Stage II - Construction Plans		\$	\$
Sub-Total A: (Stage I + II)		\$	\$
B. "If Authorized Items"			
Right-of Way Services (per parcel)		\$	
Right-of Way Services (include 2 parcels)			\$
Pipe Cleaning and CCTV Inspection	N/A	N/A	
Additional services		\$	\$30,000
Stage III – Construction Services	N/A	N/A	\$30,000
Sub-Total B: ("If Authorized items")			\$
TOTAL (A + B)	N/A	N/A	

The overhead and profit rates listed below along with the actual hourly rates plus approved expense will be used if it becomes necessary to revise the agreement.
(Rates shall also apply to Stage III Service, If Authorized)

Overhead %: _____

Profit %: _____

PROPOSAL FEE SHEET

PROJECT: Madison Avenue Rehabilitation

DATE: _____

CONSULTANT/CONSULTANT: _____

Stage I: Preliminary Engineering

<u>Work Items/tasks</u>	<u>Man Hours</u>	<u>Average Rate</u>	<u>Cost</u>
Total (Hrs & Direct Labor Cost)			
Overhead (____ %)			
Subtotal – 1			
Net Fee (____ %)			
Subtotal – 2			
Allowable Direct Cost			
* Sub consultant's Costs			
Total, Stage I (Hrs & Cost)			

* Provide Separate Proposal (Services, Man-hours & Cost)

PROPOSAL FEE SHEET

PROJECT: Madison Avenue Rehabilitation

DATE: _____

CONSULTANT/CONSULTANT: _____

Stage II: Construction Plans

<u>Work Items/tasks</u>	<u>Man Hours</u>	<u>Average Rate</u>	<u>Cost</u>
Total (Hrs & Direct Labor Cost)			
Overhead (_____ %)			
Subtotal – 1			
Net Fee (_____ %)			
Subtotal – 2			
Allowable Direct Cost			
* Sub consultant's Costs			
Total, Stage II (Hrs & Cost)			

* Provide Separate Proposal (Services, Man-hours & Cost)

PROPOSAL FEE SHEET

PROJECT: Madison Avenue Rehabilitation

DATE: _____

CONSULTANT: _____

Right of Way Acquisition, 1 Parcel

<u>Work Items/tasks</u>	<u>Man Hours</u>	<u>Average Rate</u>	<u>Cost</u>
Total (Hrs. & Direct Labor Cost)			
Overhead (____ %)			
Subtotal – 1			
Net Fee (____ %)			
Subtotal – 2			
Allowable Direct Cost			
* Sub consultant's Costs			
Total, Right of Way Acquisition (Hrs. & Cost)			

*Provide Separate Proposal (Services, Man-hours & Cost)

PROJECT: Madison Avenue Rehabilitation
DATE: _____
CONSULTANT: _____

WPC: Pipe Cleaning and CCTV Inspection (if Authorized)

<u>CCTV Inspection* (Price must Include Engineering and Clerical Time)</u>	Estimated Project Distance (foot) [A]	Rate Per Foot[B]	<u>Cost</u>
12 inches to 18 inches	1,200		
21 inches to 24 inches	900		
27 inches and above	1,700		
Subtotal – A			
<u>Sewer Cleaning* (Price must Include Engineering and Clerical Time)</u>	Estimated Project Distance (foot) [A]	Rate Per Foot[B]	<u>Cost</u>
Pipe cleaning including disposal	1,000		
Heavy pipe cleaning including disposal	1,000		
Subtotal – B			
Total (A + B)			
Net Fee (____ %)			
Subtotal			
Allowable Direct Cost			
** Sub consultant's Costs			
Total, Sewer Cleaning and CCTV Inspection			

*Mobilization price included in respective pay items

** Provide Separate Proposal (Classification, Rate per Hour)

PROPOSAL FEE SHEET

PROJECT: Madison Avenue Rehabilitation
DATE: _____
CONSULTANT: _____

Stage III: Construction Services

<u>Classification (*)</u>	<u>Rate per Hour (**)</u>
Overhead (____ %)	
Subtotal – 1	
Net Fee (____ %)	
Subtotal – 2	
Allowable Direct Cost	
***Sub consultant's Costs	

*Provide classification services

** Provide classification rates

*** Provide Separate Proposal (Classification, Rate per Hour)